

**2009 City of Detroit – Charter Revision Commission Package**  
**For the April 27, 2010 Meeting at 6:00 P.M.**  
**Muslim Center of Detroit**  
**1605 West Davison, Detroit, Michigan 48238**  
**(West Detroit)**

Agenda and Informational Package

- I. Call to Order (6:00 P.M.)
- II. Roll Call
- III. Public Comments (2 minutes per person)
- IV. Approval of the Minutes
- V. Approval of Agenda
- VI. Substantive Charter Review, Presentation regarding

Article 3: Section 3-105. Elective Officers of the City

Article 3: Section 3-106. Geographical Basis for Electing Council Members

Article 4: Section 4-103. Selection of Council President

- (a) Sheila M. Cockrel, former member of the Detroit City Council and member of WSU Honors College
- (b) Mildred Madison, President Detroit Chapter of the League of Women Voters (requested rescheduling)
- (c) David Fasenfast, Ph.D., Professor of Sociology, Wayne State University

Commission Questions and Answers

- VII. Report of the Chair
- VIII. Report of the Vice Chair
- IX. Reports from Executive Director and/or General Counsel (7:30 P.M.)
- X. Committee Reports (7:20 P.M.)
  - (a) Office Committee (no report)
  - (b) Personnel Committee (preliminary draft, submitted by staff in lieu of meeting scheduled for Monday April 12, 2010, 12:00 Noon)
  - (c) Rules and Structure Committee (no report)
  - (d) Budget Committee - Two action items:
    - (1) Approval of Budget for FY: 2010-2011 and
    - (2) Vote to return to the arrangement with audio / visual crew from DWSD
- XI. Public Comments (2 minutes per person) (7:45 P.M.)
- XI. Unfinished Business
- XII. New Business
- XIII. Adjournment (8:30 P.M.)

### **Meeting Schedule for the Month (May, 2010)**

Tuesday, May 11, 2010 @ 6:00 p.m.  
Detroit Rescue Mission Ministries  
Administration Building  
150 Stimson  
Detroit, Michigan 48201  
(Central Detroit)

Tuesday, May 25, 2010 @ 6:00 p.m.  
Leland Missionary Baptist Church  
22420 Fenkell  
Detroit, Michigan 48223  
(Northwest Detroit)

Tuesday, June 8, 2010 @ 6:00 p.m.  
Detroit Regional Chamber of Commerce  
1 Woodward Avenue  
19th Floor Conference Room  
Detroit, Michigan 48226  
(Downtown Detroit)

### **Commission E-mail Addresses**

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**Substantive Charter Review, Presentation regarding**

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**Executive Director / General Counsel Report**  
**April 27, 2010**

## **2009 Detroit Charter Revision Commission Executive Director's Report: For April 27, 2010 Full Commission Meeting**

Please note the following summary and action items for consideration by the Commission:

### **1) Follow-up – Development of the Commission's Standard Operating Procedures.**

**Summary:** At the last full Commission meeting the Commission reviewed and passed sections of the proposed Standard Operating Procedures (SOP's). The section authorized by the Commission primarily provided rules for handling expenditures of the Commission. The balance of the procedures will be returned to the Riles and Structure committee for additional consideration. Before these items are considered, I have asked Commissioners to provide input into a second draft of the procedures. Additionally, staff has and will continue to meet with individual Commissioners to ascertain their concerns and recommendations as we continue to prepare a second draft for your consideration.

**Informational items:** (a) Information only.

### **2) Request for Proposals**

**Summary:** Staff has prepared a first draft of the Request for Proposals (RFP) for audio / visual services. The current draft is incomplete and is in need of several additions including a map of the physical layout of the Commission's meetings. The overall approach of the RFP is to describe the services required by the Commission and ask the vendor for a technical solution to implement the services. Technical solutions under the RFP require that the vendor describe their company's technical capacity, the methods that they propose to use in providing the service and information about the company in connection with issues associated with equipment needed to perform under the proposed contract, etc. The technical solution will be reviewed by the Detroit Cable Commission. The Cable Commission has an array of technical experience to better understand and evaluate the technical solutions proposed by vendors. Our target deadline is to release the RFP, evaluate the responses and make recommendation to the full Commission before or at the beginning of our new fiscal year (June 30, 2010)

**Informational items:** (a) Information only.

## **2009 Detroit Charter Revision Commission General Counsel's Report: For April 27, 2010 Full Commission Meeting**

### **Engagement of Legal & Academic Community:**

As a part of the Commission's commitment to community inclusion in the charter revision process and in response to inquiries from attorneys interested in assisting in the charter revision process, staff will solicit the interest of law firms in providing pro bono legal assistance to the commission on an as needed basis. In addition, staff is exploring the use of law student interns through our local law schools. Professor Sedler of the Wayne State University Law School has spoken with Professor Moss, head of the law school's clinical programs about formalizing an internship position with the Commission and the Commission's General Counsel is following up with Mr. Moss to explore this relationship.

The ability to obtain and rely on credible topical research on relevant charter issues will become an integral part of the charter revision process. To that end we will be reaching out to universities and research institutions for their support. In fact, Mr. Eric Luper of the Citizens Research Council of Michigan (CRC) has pledged CRC's continued support and resources to assist the commission. Among other forms of support, the CRC is prepared to provide assistance with the identification of presenters, and consulting and research services, as their resources allow. Thus far, Professor Daniel Geller, Chair of the Wayne State University Political Science Department, has been contacted by the Commission's General Counsel regarding the provision of research resources to the Commission.

### **Engagement of Neighborhood Associations**

As a part of our community outreach effort, staff has requested the City of Detroit to supply the Commission with a list of neighborhood associations. This list will be used to invite the participation of these active centers of concerned citizens in the charter amendment and voter approval process. The City is currently looking into obtaining and providing this list to the Commission.

### **Securing Prior Commission's Materials from Burton Collection/ City Archives:**

In order to facilitate an optimal revision process that is informed by the past actions, issues and concerns and the work of prior commissions, it is imperative that the historical knowledge of the past Detroit Charter Revision Commissions be secured for quick access and present use. Currently, the work of prior commissions is housed at the Detroit Public Library's Burton Collection and City of Detroit archives. Steps will be taken to obtain these original documents, or copies if economically feasible.

### **Initial Charter Review:**

The General Counsel has begun the process of an initial review of the current charter language. This will entail a subject matter review on potential changes to the charter as required by Proposal D (i.e. council by district). The initial review will also include a section impact analysis to outline the inter-relationship between charter sections. In addition, a first review of potential charter amendments based on grammar, language consistency and proper reference is being conducted. An initial plan and timeline for completion of this work has been prepared.

### **Resource Acquisition/Requests**

The City Clerk's office has partially agreed to our request for free copies of the Detroit City Code (i.e. City Ordinances) by agreeing to provide one (1) free copy of the four (4) volume set. A single copy of the four (4) volume set costs in excess of \$150 per book (\$600 total). Also, a request to the City of Detroit Law Department to allow the Charter Commission to obtain any available legal research service licenses has been granted. The City Law Department will allow the Commission to use three of its Lexis/Nexis research licenses.

**CITY OF DETROIT CHARTER COMMISSION**  
**Budget Committee Report**  
**March 27, 2010**



**CITY OF DETROIT CHARTER COMMISSION**  
**Budget/Committee Report**  
**Submit Date: April 9, 2010**

Committee:	Budget Committee
Committee Chair:	Teola Hunter
Members:	Jenice Mitchell Ford, Reggie Reg Davis
Meeting Date:	April 22, 2010 at 1:30 P.M. Northwest Activities Center, Meeting Space #1
Meeting Time:	1:30 P.M. – approximately 3:15 P.M.
Attendees:	Teola Hunter, Jenice Mitchell Ford, Reggie Reg Davis, Gregory Hicks, Lamont Satchel, Members of Public
Next Meeting:	Not yet scheduled

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**Action Item(s) In Report**

- Commission staff presented the first draft of the RFP for audio / visual services. The committee reviewed the purpose and the content of the RFP including the evaluation requirements and deadline schedule associated with the RFP. The staff recommended a few additions to the RFP before its release. General Counsel has also been asked to review the proposed RFP.
- Commission staff recommended approval of a spending plan (budget) for fiscal year 2010-2011 in the amount of \$859,710.00. Staff recommends that this budget be used to lobby the City Council for FY:2010-2011. The plan is a revision from the last submission. Substantial changes recommended by the Budget committee was the removal of a recommended staff position and full funding of the outside consultation lines for legal counsel and subject research. The overall proposed increase is \$157,900.00 over the Mayor's recommendation to the City Council. Attachment included.

**Action Items moved with recommendation to the full Commission**

- Move to amend the proposed FY 2010/2011 budget request by \$157,900 from \$701,810 to \$859,710.00.  
  
Moved by Reggie Reg Davis, 2nd by JCMF - Unanimous Vote
- Move to allow the Detroit Water and Sewerage Department (DWSD) audio visual team to resume recording meetings of the full City of Detroit Revision Charter Commission ("Commission"), at a per Commission meeting cost that is up to the average cost of the invoices submitted by DWSD to the Commission prior to March 23, 2010, and this arrangement shall continue until the Commission completes the RFP process for audio/visual services and awards a contract for these services.

Moved by Reggie Reg Davis, 2nd by JCMF -Unanimous Vote

**Detroit Charter Revision Commission Proposed Budget FY:2010-2011**  
**As recommended by the Budget Committee**  
**Revised 4/22/2010**

**00844 – Charter Commission**

*351250 – Charter Commission*

**FY 10/11**

601100 - Salaries-Full Time	
Executive Director	\$135,000
General Counsel	\$135,000
Administrative Assistant	\$ 62,500
Clerical/Receptionist	\$ 25,000
603100 - Emp Benefits-Pensions	0
603101 - Emp Benefits-Pensions	0
603200 - Emp Benefits-Hospitalization	0
603220 - Empl Ben-Hosp General	0
603300 - Emp Benefits-Social Security (FICA)	\$ 34,000
603400 – Unemployment	0
603405 - Workers' Compensation	0
603900 - Emp Benefits-Miscellaneous	0
604100 - Other Comp-Unused	0
604200 - Other Comp-Longevity	0
604920 - Suppl Unemployment	0
605100 - Group Life Insurance	0
605205 - Eye Care-Active Civilian	0
87605210 - Eye Care-Retired Civilian	0
605500 - Income Protection	0
605620 - Dental Active	0
605640 - Dental Retired	0
620100 - Office Supplies	\$ 15,000
626400 - Rentals- Buildings	\$ 35,000
626430 - Rentals- Miscellaneous	
Furnishings	\$ 8,000
626500 - Dues & Miscellaneous	\$ 4,500
(Including access to legal and legislative database sub-Westlaw-Gongwer)	
General Counsel's liability coverage	\$ 2,500
Commissioner Per Diems	\$ 14,850
626600 - Postage	\$ 15,000
626700 – Telecommunications	
Copier/Scanner/Facsimile	\$ 8,400
Personal Computers	\$ 15,000
Lap Top Computers	\$ 15,000
626703 - Voice Com Serv (Local and Long Distance)	\$ 100
626705 - Voice Com Serv (Cellular)	\$ 4,800
626707 - Telephone & Telegraph	\$ 2,160
626804 – Utilities	
Electricity	\$ 2,400
Gas	\$ 2,400
Water	\$ 1,200
627110 - Purchased Services	
Printing & Advertising	\$ 15,000
AV (Sound/Screen/ Projector)	\$ 1,500
Court Reporter/Transcriber	\$ 5,000

Taping Meetings	\$ 50,400
Airing Meetings	\$ 6,000
Live Streaming Meetings	\$ 0
Website Development	\$ 5,000
Website Maintenance	\$ 1,000
Email Marketing	\$ 10,000
Social Networking (facebook, twitter)	\$ 0
Outside Legal Counsel	\$ 100,000
Research and consultants	\$ 100,000
PR/Media	\$ 12,000
Video Conferencing	\$ 1,500
628100 – Travel	\$ 4,000
(4 out of town presenters airfare, hotel, dinner/breakfast & ground transportation)	
628200 - Training	\$ 10,500
628208 – Training	0
628500 - Miscellaneous Expenses	\$ 5,000

**TOTAL: \$859,710**

**CITY OF DETROIT CHARTER COMMISSION**  
**Personnel Committee Report**  
**April 27, 2010**

**CITY OF DETROIT CHARTER COMMISSION**  
**Personnel/Committee Report**  
**Submit Date: April 9, 2010**

Committee: Personnel Committee (staff draft, in lieu of report)

Committee Chair: Cara J. Blount

Members: Freman Hendrix, John Johnson

Meeting Date: Scheduled for April 16, 2010  
Northwest Activities Center – Room #1

Meeting Time: 12:00 Noon – 3:00 P.M.

Attendees: Chairperson Commissioner Cara Blount, Commission John Johnson,  
Commissioner Jenice Mitchell Ford, Gregory Hicks and Lamont Satchel

Next Meeting:

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**Action Item(s) In Report**

The Committee received from staff and reviewed an initial list of candidates who timely submitted resumes for the Administrative Assistant position. Staff presented to the Personnel Committee the process and rationale it used in preparing the list based on the criteria as previously determined by the Committee. The list consisted of an assessment of which of the four criteria, as determined by the Personnel Committee, were met by each candidate.

The criteria included a bachelor's degree; minimum of two (2) years work experience; computer/technical skills; community relations skills/community ties; and management/public sector/office management skills. Upon review and discussion of the list, the Personnel Committee decided it would consider for further review those candidates who met all four (4) criteria and those who met a certain three of the four criteria (i.e. bachelors degree; at least two (2) years work experience; computer/technical experience; and management experience/public sector/office management skills). In addition, the Personnel Committee selected for further review a few candidates who, based on a review of their resume and satisfying the degree requirement, merited further consideration. Staff was directed to reformulate the list to reflect these decisions and present it to the Personnel Committee at an April 30, 2010 Personnel Committee meeting. At the April 30, 2010 Personnel Committee meeting interview questions will be finalized and candidates selected for interviews.

In order to provide for sufficient time to select candidates for interviews and conduct interviews, the Personnel Committee agreed to amend it's previously agreed to interview schedule. The April 30, 2010 interview date was moved to May 7, 2010, 12-6pm, Northwest Activity Center, and the May 1, 2010 interview date was rescheduled to May 15, 2010, 9-5pm, Northwest Activity Center.

The Committee directed the Executive Director to inform certain candidates that they were not selected for further consideration and finalize the individual documentation of qualification for consideration of all candidates submitting resumes. In addition, the Executive Director will request from each candidate

selected for interview their salary expectation and writing sample. Commissioner Mitchell Ford will prepare the type of writing sample that will be requested. Both the salary expectation and writing sample must be submitted by Wednesday, May 5, 2010.

**CITY OF DETROIT CHARTER COMMISSION**  
**Rules and Structure Committee Report**  
**April 27, 2010**

**No Report**